



TOWN OF CLAYTON
 Planning Department
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PLAN REQUIREMENTS

Pursuant to Article 7, Section 155.706 of the Unified Development Code, applications requesting a public hearing or administrative approval process shall submit a plan set to the Planning Department. These plans may include Master Plan, Site Plan, Subdivision Plan, Regulating Plan, Architectural Elevations, Landscape Plan, Photometric/Lighting Plan, Engineering Plans, and Survey. The plan requirements shall be based on the type of development application or approval process.

PLAN FORMAT

These standards are established to provide information pertaining to the graphic and format presentation of plans. The following is required for all types of plans, except where otherwise noted:

- All plans and architectural elevations shall be limited to 24" x 36" in size, and folded to an 8.5" x 11" format.
- Plans are to be drawn at the same engineering scale of 1" = 20'; 30'; 40'; 50'; 60' (architectural elevations and details are exempt from this requirement) with north oriented in the same direction.
- Plans may be drawn at an engineering scale of 1" = 100', if approved by the Planning Department or the Technical Review Committee (TRC).
- Architectural plans and elevations shall be drawn at an architectural scale of 1" = 3/32', 3/16', 1/8', 1/4', or 3/8'.
- All drawings, except elevations, isometric drawings, and renderings, shall be in two dimensional plan views.
- All text shall be clear and legible.
- Line weight hierarchy on all plans shall be consistent with common drafting standards.
- Multiple sheets shall be consecutively numbered (e.g. Sheet 1 of 4).
- All numerical references shall be rounded up to a maximum of two decimal points.

PLAN ELEMENTS AND GRAPHIC DATA

The following items include general and project information. This information is required to be present on all plans, except where otherwise noted.

Provided			
Yes	No	N/A	
			Consultant Logo Box (name, address, phone number, fax, and e-mail, if applicable)
			Project/Application Name
			Type of Plan (site plan, landscape plan, elevations, etc.)
			Signature and Professional Seal (landscape plans, architectural elevations, engineering plans, surveys)
			Revision Date
			Sheet Number
			Location Map (site plan only)
			North Arrow
			Graphic Scale (engineering or architectural graphic and written scale)

The following elements are specific to each property and application request, and shall be shown graphically on the specific plan types listed below. These graphics shall be supported by text, labeling, and dimensional information (width, length, and depth).

SURVEY

Provided			
Yes	No	N/A	
			A signed and sealed boundary survey (not more than a year old unless otherwise approved by the Planning Department) with the bearings and distances of every property line shown. Distances shall be in feet or meters and decimals thereof. The number of decimal places shall be appropriate to the class of survey required. The survey must include any and all easements of record (referenced by Deed Book and Page) and must be prepared by a surveyor registered in the State of North Carolina.
			The existing topographical conditions of the property with a two-foot contour interval.
			The existing streets and roadway improvements (medians, landscaping, signage, driveways, etc.) within 100 feet of project boundary.
			The existing structures located on the subject property.
			The existing structures within 100 feet of project boundary.
			The existing utilities (including inverts of pipes, rim elevations, wells and septic tanks, etc.) within 100 feet of project site.
			The existing trees identified by caliper and species (if required by the Planning Department).

SITE PLAN

Provided			
Yes	No	N/A	
			Site data table
			Name of project (AKA names if applicable)
			Parcel identification number (and/or Tag number)
			Property size (acres and square feet)
			Property location (Town limits or ETJ)
			Existing zoning district
			Proposed zoning district (if applicable)
			Overlay (if applicable)
			Existing use
			Proposed use
			Number of seats/students/fueling positions (as applicable).
			Number of housing units proposed, per housing unit type.
			Existing density (number of units per acre)
			Proposed density (number of units per acre)
			Existing intensity (gross floor area)
			Proposed intensity (gross floor area)
			Floor area ratio

Provided			
Yes	No	N/A	
			Building coverage (as percentage of total site)
			Pervious surface area (square feet and as percentage of total site)
			Impervious surface area (square feet and as percentage of total site)
			Building height (number of stories and in feet)
			Required parking (list requirement i.e. 1 space per 300 SF)
			Proposed parking
			Required/proposed handicap accessible parking
			Required loading space(s)
			Provide name of Electric Provider.
			Provide name of Water Provider.
			Provide name of Sewer Provider.

The items listed below are required to be delineated (in a tabular format) on the site plan:

Other site plan elements:

Provided			
Yes	No	N/A	
			Identify adjacent property owners, their parcel ID number, current zoning and present use.
			Identify the affected area for amendments to previously approved projects
			Overlay (if applicable)
			Existing use
			Proposed use
			Number of seats/students/fueling positions (as applicable).
			Identify existing easements.
			Identify proposed easements.
			Identify Open Space/Common Areas.
			Identify clear sight triangle at project ingress/egress points.
			Identify driveways, curb and gutter, cross section with ROW.
			Provide boundaries of Resource Conservation Areas (see UDC Section 155.500).
			Provide an off-street parking and loading layout (with details, dimensions and access location). Accessible parking requirements are listed in NCSBC Volume 1C, 1999 edition. Show traffic circulation arrows.
			Provide queuing details for drive-up/drive-thru facilities (if applicable).
			Provide the locations and dimensions of existing and proposed sidewalks.
			Provide the location and details of refuse collection areas.
			Provide the location, size and orientation of freestanding signs.
			Identify the location and nature of all recreational facilities and common areas.
			Identify alternative modes of transportation including school stops pedestrian connections, bicycle paths and associated racks.
			Identify proposed phasing (phasing lines) of construction.
			Cul-de-sacs must be dimensioned.
			Identify cluster mailbox unit (CBU) locations and details.

CONCEPTUAL ENGINEERING PLANS

Note: Conceptual engineering plans are deemed preliminary in nature. Review and approval of public infrastructure construction plans is a separate process performed by Public Works Engineering Division.

Provided			
Yes	No	N/A	
			Identify proposed streets and roadways (public and private) with dimensions and cross sections.
			Identify the curve radii for all internal and external vehicular use areas.
			Identify access to the project.
			Identify existing conditions and proposed grading plans.
			Identify Tree Conservation Areas shown on grading plan.
			Show proposed flow of traffic.
			Identify proposed traffic control signs and striping.
			Identify the proposed water distribution system (including size) with location of fire hydrants and point of connection.
			Identify the proposed sanitary sewer collection system (including size) and point of connection. If a municipal sewer connection is not available, please provide documentation from Johnston County Department of Environmental health that the location of septic tank and drain field is acceptable.
			Provide preliminary wastewater allocation calculation.
			Identify proposed grease traps.
			Identify backflow prevention.
			If a pool is present, show how it will connect to storm water.
			Identify the Utility Plan.
			Identify soil erosion control measures including impoundment structures.
			Indicate method of slope stabilization measures for all slopes steeper than 2.5:1.
			Identify the proposed storm water management system with location of inlets, piping and positive outfall along with typical section and top surface area of storm water retention/detention pond, including soil types, slope, bottom and top elevations, and finish floor elevations.

Fire Rescue (information to be shown on conceptual engineering plans)

Provided			
Yes	No	N/A	
			Identify fire hydrant distribution (distance of hose lay).
			Identify the sprinkler connection locations and size.
			Identify fire lane designations and circulation around buildings (stripe fire lanes and show minimum stabilized access around all structures).
			Identify the emergency evacuation route (access in and out of the property).
			Identify fire apparatus turning radius.
			Verify the location of fire hydrants is not interfering with required landscaping (must be 24" clearance of landscaping from bottom of steam fitting).
			Identify the Lock Box/Knox Box locations.
			Identify placard locations for hazardous materials.

LANDSCAPE PLAN

Provided			
Yes	No	N/A	
			Provide a landscape plan identifying the location of all proposed landscaping (must be prepared by a landscape architect registered in North Carolina).
			Indicate the location, width and type of all required buffers.
			Indicate the location, width and type of landscaping within vehicular use areas.
			Indicate the location, width and type of landscaping used to screen drive-thru areas, service areas, loading areas, mechanical equipment and above ground utilities.
			Provide a plant list summary table which includes: <ol style="list-style-type: none"> 1. A planting key identifying the various planting elements 2. The quantity of each type of plant material proposed 3. The size, height, caliper and spacing of plant material proposed 4. The Botanical and common names of plant material proposed
			Verify/identify clear sight distances at project ingress/egress points.
			Provide an irrigation note to read as follows: "All landscaped areas shall be provided with an automatically operated irrigation system that will adequately cover all living plant material, such system shall include a rain sensor." (If irrigation will not be utilized, drought-tolerant species must be used).
			Provide a landscape maintenance note which states: "All landscaped areas shall be maintained in an attractive and healthy condition. Dead or diseased plantings shall be removed and replaced in a timely fashion".
			Identify and list any existing plant material which will be used to satisfy landscape requirements.

LIGHTING PLAN

Provided			
Yes	No	N/A	
			Conceptual Lighting Plan
			Identify the light source and provide a detail of the fixture.
			Identify the proposed height of fixtures.

ARCHITECTURAL ELEVATIONS AND FLOORPLAN

Provided			
Yes	No	N/A	
			Provide floor plans, elevations, construction materials, finishes and colors, along with type of construction of all buildings per North Carolina Building Code prepared by a professional architect registered in North Carolina.
			Indicate the height and number of stories for each structure.
			Indicate the location and screening method for all roof mounted structures or equipment.